

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Technician I
Class Code Number	

General Statement of Duties

Performs a variety of technical administrative assistance and support duties for an assigned department; creates, implements, and participates in technical processes, procedures and programs; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of technical administrative assistance and support duties for an assigned department, and to create, implement, and participate in technical processes, procedures and programs. The work is performed under the supervision and direction of higher level staff as assigned, but some leeway is granted for the exercise of independent judgment and initiative. Technical and functional supervision is exercised over assigned staff. An Administrative Technician I may be considered a permanent assignment or it may be considered a flex class assignment progressing to advancement to the II level. An Administrative Technician I shall be promoted to Administrative Technician II upon successful completion of a minimum one-year probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting criteria determined by the appointing department and the Personnel Department prior to the appointment date. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs a variety of technical administrative assistance and support duties for an assigned department; creates, implements, and participates in technical processes, procedures and programs; provides information and assistance to the public on various technical processes, procedures and programs;
- Compiles, organizes, maintains and updates subject, project and specialized files, both manual and computerized;
- Researches, compiles, and analyzes information from various sources on a variety of specialized topics related to assigned programs; assists staff in the preparation of various reports; prepares special studies or projects as assigned;
- Creates, formats, edits and reviews a variety of narrative, statistical and technical documents, reports, correspondence, requests for proposals/qualifications, agreements, contracts, etc. relating to assigned programs and processes;

- Reviews, revises and approves documents for accuracy, completeness and compliance with City requirements;
- Develops and maintains department website and related information;
- Prepares, makes recommendations, and monitors department/division budget relative to assigned areas of responsibility;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Some knowledge of Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility;
- Some knowledge of City operations, policies, and procedures applicable to assigned area of responsibility;
- Some knowledge of principles of record keeping, creation and maintenance of filing systems for various programs and processes;
- Some knowledge of methods of research, program analysis, and report preparation;
- Some knowledge of budgeting and fiscal monitoring, and the City's budget process;
- Some knowledge of principles of technical and functional supervision;
- Substantial knowledge of English usage, grammar, punctuation, and spelling, including standard formats for business letters and reports;
- Substantial knowledge of modern office procedures and methods, including computer software and hardware, and website development and maintenance;
- Ability to develop, interpret, and apply technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work;
- Ability to research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform technical administrative work involving the use of independent judgment and personal initiative;
- Ability to lead, train, and provide technical and functional supervision over assigned staff;
- Ability to assist in the preparation of and implement the department budgeting process;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High school graduation or equivalent with some related college courses and/or related training;
- Three years of related experience, with at least one year of lead experience.

Required Special Qualifications

- May require a valid Class C California State Driver's License.
- Certifications(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.